

Emergency Management Workplan

Action Item	Status	Additional Work Required/By When	Fiscal Impact	Responsible Party(s)
Update Plan - Revise the City's Emergency Operations Plan.	Plan has been updated, submitted to Public Safety Citizens Advisory Committee (PSCAC) for review. Some modifications have been made as suggested by PSCAC.	Submission to Council for review and discussion scheduled for June 1, 2004.	N/A	Wayne Hobbs
Plan Maintenance - Annually review and update the City's plan.	On-going process.	Maintenance review once a year. Major update every five years. Emergency Management Coordinator to convene organizational meeting once a year to monitor and report on status and progress by overall organization.	NA	Wayne Hobbs and all responsible parties Once a year meeting
Departmental Emergency Operation Plans	In progress Police Department Plan is completed	Scheduled completion is September 1, 2004 Review on annual basis. Police Plan due for review January 05	NA	Wayne Hobbs Cathy Waters Al Lott Debra Haiduven Chief Creamer Sara Daines Ellen Arnold -Robbins
City buildings and facilities Evacuation Plans Annex 2	Completed for Municipal Building and Library.	Need to complete for New Hampshire Avenue Recreation Center, Public Works Facilities and Heffner Building. Scheduled for July 1, 2004. Review and update upon completion of The Community Center. Scheduled update January 05	Funding may be needed to incorporate the Library in the Municipal Building/ Community Center fire and emergency alarm system. May be doable within the security system being installed in the new construction. This is being explored.	Wayne Hobbs Al Lott
Media Contacts and Public Information Annex 3	Completed	Review on semi-annual basis	NA	Lonni Moffet Carol Bannerman
Neighborhood Safety Contacts Annex 4	Pending input from PSCAC		NA	Andy Kelemen (PSCAC)

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Police Contacts Annex 5	Completed	Review on semi-annual basis. Update scheduled for July 2004	NA	Chief Creamer
Utility Contacts Annex 6	Completed	Review on semi-annual basis. Update scheduled for July 2004	NA	Al Lott
Communications Annex 7	Completed	Review on semi-annual basis. Update scheduled for July 2004	NA	Abel Castillo Chief Creamer Al Lott Lonni Moffet
Emergency Finances Annex 8	Completed	Under Review scheduled for update. Review on semi-annual basis. Update scheduled for August 2004	NA	Cathy Waters
Government Contacts Annex 9	Completed	Review on semi-annual basis. Update scheduled for October 2004	NA	Suzanne Ludlow
List of Institutions & Contacts Annex 10	Completed	Review on semi-annual basis. Update scheduled for October 2004	NA	Suzanne Ludlow
Business Associations & Contacts Annex 11	Completed	Review on semi-annual basis. Update scheduled for October 2004	NA	Sara Daines
Neighborhood Associations & Contacts Annex 12	Completed	Review on semi-annual basis. Update scheduled for October 2004	NA	Jessie Carpenter
Council And Key Staff Directory Annex 13	Completed	Review on semi-annual basis. Update scheduled for October 2004	NA	Peggye Forster
Critical Vendors List Annex 14	Completed	Review on semi-annual basis. Update scheduled for October 2004	NA	Cordell Myers
Area Shelters, Locations & Contacts Annex 15	Completed	Review on semi-annual basis. Update scheduled for October 2004	NA	Suzanne Ludlow
Volunteer Procedures Annex 16	Completed	Review on semi-annual basis. Update scheduled for October 2004	NA	Lonni Moffet
Rental Property Listing Annex 17	Completed	Review on semi-annual basis. Update scheduled for October 2004	NA	Sara Daines

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Inventory of Vehicles and Heavy Equipment Annex 18	Completed	Review on semi-annual basis. Update scheduled for October 2004	NA	Al Lott
List of Heavy Equipment Contractors Annex 19	Completed	Review on semi-annual basis. Update scheduled for October 2004	NA	Cordell Myers Al Lott
Rest & Feeding of Emergency Staff Annex 20	In progress	Scheduled for completion August 2004	To be determined	Cordell Myers Chief Creamer Al Lott Debra Haiduven
Residents Plan For Emergencies Annex 22	Completed	Review on semi-annual basis. Update scheduled for October 2004	NA	Wayne Hobbs
A Guide to Citizens Preparedness Annex 23	Completed	Review on semi-annual basis. Update scheduled for October 2004	NA	Wayne Hobbs
Snow Emergency Plan Annex 24	Completed	Review on annual basis. Update scheduled for October 2004	NA	Al Lott
Security Improvement: Municipal Building	Included in Community Center Plans.		Included in Community Center Budget	Suzanne Ludlow Venita George
Employee Security: City ID badges and develop requirements for use.	In progress. Equipment has been purchased	Procedures are being completed. Scheduled for completion August 2004	NA	Suzanne Ludlow Karen Hampton
Satellite Phones - Purchase phones for use if all other communications are down and cellular towers are down.	In progress	Further assessment of equipment needs must occur. Grant funding opportunities will be evaluated once need is determined.	Dollar figure not available at this time.	Cordell Myers Chief Creamer
Explore purchasing and installing an emergency notification system that sends coordinated information to multiple communication devices simultaneously using local telephone carriers, email or other communication devices.	In progress. Staff has been briefed on several available systems.	Obtain approximate costs. Determine financial feasibility. Submit to Council for budget approval.	Dollar figure not available at this time.	Wayne Hobbs Chief Creamer Abel Castillo Cordell Myers

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Determine and purchase additional equipment or supplies needed for the City's emergency operations team.	In progress	Further assessment of equipment needs must occur. Grant funding opportunities will be evaluated once need is determined.	Dollar figure not available at this time.	PD Command Team Wayne Hobbs Al Lott Cordell Myers Ivy Thompson
Update City's radio to allow all departments the ability to communicate in sufficiently integrated fashion and to enhance communication capabilities among public safety agencies in the region.	Completed			
Drills and Exercises City Staff only.	Planning for tabletop exercise and drill.	Tabletop exercise planned for September 2004 Drill planned for October - November 2004 .	NA	Wayne Hobbs Chief Creamer Al Lott
Exercise/Drill with Montgomery County	Proposed	Request to County scheduled for early 2005.	Unknown.	Wayne Hobbs Chief Creamer
Incident Command System Training - Provide training for staff, management, council and PSCAC on incident command.	Emergency Management Director to schedule with Fire Department training officer.	October 2004	Undetermined	Wayne Hobbs
Intergovernmental Agency Planning and Training - Participate in inter-jurisdictional training exercise Metropolitan Washington Council of Governments (COG)	City staff remains involved with COG planning and training.	Interaction with these groups is on-going. This includes coordination with County, State and Federal agencies. Senior Staff will attend the National Capitol Region Leadership Seminar on June 17 to participate in an Emergency Exercise.	N/A	Wayne Hobbs Chief Creamer Al Lott

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Public Awareness/Education .	On-going	Regular items will be placed in the Newsletter and on Cable Channel 13 starting in August 2004.	NA	Lonni Moffet
Effective use of City web site	Web site has easily accessible additional information on emergency preparedness.	This information will be updated regularly.	N/A	Wayne Hobbs Lonni Moffet
Employee Awareness	City Staff to be briefed on the Emergency Operations. Plan to be placed on employee intranet	Briefings of staff will occur in September 2004.	N/A	Wayne Hobbs and Department Heads
Employee Family Protection - Review options to assure safety of the families of emergency first responders, thus enabling them to respond when needed.	Coordinate training session with Police Department and Public Works Department for City staff and educate them on emergency preparedness. Educate staff on preparing their families when called to respond. Seek assistance from Montgomery County Fire and Rescue Service to conduct this training	Develop curriculum and schedule by September 2004	Undetermined	Wayne Hobbs Chief Creamer Al Lott
Fueling agreements - Obtain agreements with private companies to provide fuel for vehicles in an emergency.	Agreements are being developed. On-going.	Document is being created.	N/A	Al Lott Cordell Myers
Evaluate adequacy of mutual aid agreements and update and/or revise as needed	In progress	Review on annual basis. Update scheduled for February 2005	N/A	Wayne Hobbs
Accountability - Make accountability for emergency management responsibilities part of the performance evaluation process for certain managers	In progress	To be included in FY 05 work plans for department heads and key staff.	NA	City Manager All Department Heads

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Grants/Financial Assistance - Conduct grant research either through internal committee,	In progress		NA	Ivy Thompson